

ABSTRACT OF THE DISCLOSURE

In the image forming apparatus, upon reception of a job containing a file to be printed, it is determined whether or not the job contains a template indicating that a plurality of files are to be merged. If it is determined that the job contains the template, then the job is stored in a storage section. Based on the template, it is analyzed whether or not all jobs containing files to be merged have been stored in the storage section. If it is determined that all the jobs have been stored in the storage section, then control is exerted based on the template so as to merge and print the files contained in all the jobs. Thus, a plurality of files can be automatically merged and printed, and therefore the workload on the user can be reduced.